



CITY OF GREENSBORO
BUILDING INSPECTIONS DIVISION
COMMERCIAL PLAN SUBMITTAL
REQUIREMENTS

1001 Fourth St.
Greensboro, NC, 27405
Building Inspections (336) 373-2155
Commercial Plans Coordinator (336) 373-2598

- **NEW CONSTRUCTION OR ADDITIONS**

- *General requirements*

- Less than 2500 S.F. or less than \$90,000.00 (total construction cost)
 - Designers name and Signature must be on each sheet of the plans.
 - Greater than 2500 S.F. and \$90,000.00
 - All plans (including Plumbing, Mechanical and Electrical) must be designed, signed and sealed by a design professional (Architect or Engineer) registered in the State of North Carolina.

- *New construction*

- Less than 3000 S.F. new building area (including new pavement)
 - Submit three (3) complete sets of plans to Greensboro Building Inspections including:
 - Completed City of Greensboro Commercial Permit Application Form
 - Building Code Summary with complete Energy Information including:
 - Thermal envelope
 - Mechanical
 - Electrical/lighting
 - Complete Site Plans including Utilities and Soil Erosion Controls
 - Complete Architectural plans and details
 - Complete Structural plans and details
 - Plumbing and Gas riser diagrams and fixture layouts
 - HVAC layout with equipment sizes and required fire dampers shown
 - Electrical riser diagram, lighting and power layouts, service size and location
 - Kitchen equipment layout
 - Greater than 3000 S.F. building area
 - Submit the same plans as above and:
 - Apply to planning for site approval (336) 373-2144.

- **BUILDING ALTERATIONS**

- *No change of use*

- Submit three (3) complete sets of plans to Greensboro Building Inspections including:
 - Completed City of Greensboro Commercial Permit Application Form
 - Building Code Summary with all Energy Code Information
 - Existing floor plans, including HVAC, plumbing and other equipment
 - Architectural floor plans
 - Structural plans (if structural work to be performed)
 - Plumbing and Gas riser diagrams, tie-ins, and fixture layout (for new work)
 - HVAC layout and tie-in (for new work)
 - Electrical power and lighting layouts
 - Kitchen equipment layout

- *Change of use*

- Submit the same plans as above and:
 - Submit three (3) complete sets of site plans to Greensboro Building Inspections

- **SIGN PERMITS**

Zoning (336) 373-2630

Building Inspections (336) 373-2155

- **DRIVEWAY PERMITS**

GDOT (336) 373-2858

- **PARKING LOTS**

Planning (336) 373-2144

- **GRADING PERMITS**

Soil Erosion (336) 373-2158

- **FIRE PROTECTION PERMITS**

Fire Prevention (336) 373-2177

- **STORM WATER TIE-IN PERMITS**

Engineering (336) 373-2302

- **RESTAURANT SERVICE PERMITS**

Guilford County Health (336) 641-3288

- **SWIMMING POOL PERMITS**

Guilford County Health (336) 641-3288

Building Inspections (336) 373-2155